

# Inmate Classification

## 600.1 PURPOSE AND SCOPE

This policy describes the Shasta County Sheriff's Office's classification process, which is designed to identify security and health issues so that inmates may be held in such a way as to foster a safe and secure facility.

### 600.1.1 STAFF TRAINING IN CLASSIFICATION

Classification correctional deputies should receive training specific to inmate classification before being assigned primary classification duties. Individuals not specifically trained in inmate classification may work in classification provided that they are under the immediate supervision of a trained and qualified staff member.

## 600.2 POLICY

A classification system will be maintained in order to provide consistent criteria for the assignment of inmates to housing units and the worker force. Major consideration will be given to inmates, staff, and the general public. Worker assignments may be available to un-sentenced inmates. The only limits for the classification program will be those of housing units or cells within the facility.

## 600.3 CLASSIFICATION PLAN

The Captain or the authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility.

The plan should include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms, and a process to ensure that all classification and housing records are maintained in each inmate's permanent file. The plan should include an evaluation of the following criteria (15 CCR 1050):

- Age
- Sex
- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Emotional and mental condition
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates
- Behavioral or physical limitations or disabilities and physical/mental health needs

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- Medical condition
- Level of sobriety at booking
- Suicidal ideation
- Escape history and degree of escape risk
- Prior assaultive or violent behavior
- The need to be separated from other classifications of inmates (e.g., gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see the Prison Rape Elimination Act Policy for transgender and intersex definitions)
- Previous sexual victimization
- The inmate's own perceptions of his/her vulnerability
- Whether the inmate is detained solely for civil immigration purposes
- Whether the inmate is a foreign national and, if so, from what country (see the Foreign Nationals and Diplomats Policy)
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Office (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff or the authorized designee
- Any other requirements for a classification plan under 15 CCR 1050

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).

### 600.3.1 INMATE RESPONSE TO SCREENING

Inmates may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41):

- (a) Whether the inmate has a mental, physical, or developmental disability.
- (b) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.
- (c) Whether the inmate has previously experienced sexual victimization.
- (d) The inmate's own perception of vulnerability.

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### **600.4 REVIEWS AND APPEALS**

An inmate may request a review of their classification plan no more often than 30 days from the last review (6030 PC). Review and/or reclassification on any other or more frequent schedule is at the sole discretion of the classification officer, Watch Commander, and/or higher authority.

An inmate may appeal the classification decision to the Watch Commander and to the Facility Manager.

Any facility staff member, through a jail incident report, may ask for a reclassification of an inmate due to security, custody problems, or other information that would warrant reclassification of an inmate's status.

The report shall be submitted to the Watch Commander. If there are sufficient grounds for reclassification, the Watch Commander shall effect the change or make the appropriate notation in the inmates records for review by the classification officer.

### **600.5 HOUSING AVAILABILITY**

The classification plan is based upon the facility's ability to physically separate different classes of inmates. To insure that various housing options meet the current population needs, the Facility Manager or the authorized designee should periodically meet with representatives of the classification deputies to discuss the fixed resources (e.g., cells, dorms, dayrooms).

In deciding housing and programming assignments, the agency shall consider on a case-by-case basis whether a placement would ensure the health and safety of the incarcerated person, and whether the placement would present management or security problems. A person's own views with respect to their own safety shall be given serious consideration.

### **600.6 INMATE WORKERS**

The Shasta County Jail inmate worker program is open to all eligible inmates, including eligible inmates with disabilities. Refer to the inmate worker screening and selection policy 600.12 for further information.

Inmates who are eligible to work, will be placed on the inmate worker will call list, and moved to the workers housing unit as a cell becomes available and they meet the minimum requirements for the available work assignment.

### **600.7 HOUSING ASSIGNMENTS CONCERNING INMATES WITH MEDICAL OR MENTAL HEALTH PROBLEMS**

The medical staff will consult with the Watch Commander or Classification Deputy as needed, regarding inmates diagnosed as having medical or psychiatric problems prior to:

- Assignment to housing.
- Assignment to programs.
- Assignment of discipline.

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### **600.8 INMATES WHO POSSESS AND USE MOBILITY DEVICES AND/OR PROSTHETIC APPLIANCES**

Under normal circumstances, inmates who possess and use mobility devices and/or prosthetic appliances at the time of booking shall be assigned by Classification to a housing unit consistent with his or her classification factors, including prior institutional conduct, severity of crime, prison experience, gang association, etc. The possession and use of mobility devices and/or prosthetic appliances will not usually be a classification consideration. For example, a low security detainee with a crutch can be assigned to a low security housing unit. Likewise, an inmate who requires separation can be assigned to separated housing, regardless of the fact that he/she uses an assistive/mobility device. The jails medical provider will be consulted as necessary during the classification process as set forth in Section 600.

When making housing determinations for mobility-disabled inmates, there may be special circumstances that require Classification to consider the fact that an inmate possess and uses a mobility device and/or prosthetic appliance. However, in these cases the determination shall be based on an individualized assessment, and the ADA Coordinators shall be consulted concerning these special circumstances. The special circumstances whether the inmate poses a direct threat shall be, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

#### **600.8.1 MOBILITY-DISABILITY QUESTIONNAIRE**

The Mobility-Disability form shall be utilized by classification staff as one portion of the classification process concerning all incoming inmates. The form is designed to obtain information that may be relevant to an inmate's mobility disability, information, relevant to an inmate's classification needs, and to help ensure equal access to programs and services for inmates who are disabled.

### **600.9 BOOKING OFFICER MOBILITY-DISABILITY SCREENING RESPONSIBILITIES**

1. Carefully observe the inmate, noting his or her physical condition, as well as his or her conduct.
2. Ask the questions in an open manner. Some questions may require a follow-up, and in other circumstances it may be helpful to engage the inmate in conversation in order to determine the true extent of his or her problems.
3. Exercise good judgement. If, during the classification process an officer believes, based on observation and the responses to questions, that a facility nurse should be contacted for screening/evaluation of a potential disability before the inmate is assigned to a housing unit, take steps to accomplish this.
4. The completed Form will be forwarded to and reviewed by the Classification Officer.
5. The Classification Officer will review the form and refer the information to the medical provider in a timely manner.

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### **600.10 ON-GOING CLASSIFICATION DUTIES CONCERNING INMATES ASSIGNED TO THE JAIL.**

The classification officer shall be responsible for the application of consistent criteria in the housing assignments of inmates. The classification officer shall be responsible for necessary records and related updating of files. Inmate classification may change due to incidents within in jail. For example, if the inmate needs to be placed on Administrative Separation (A/S) status, the classification deputy may house accordingly, including "disciplinary" or "A/S" (cannot house with others). Likewise, Medical can also request that an inmate to be housed in the Medical Unit or a mental health unit because of healthcare issues evaluated during sick call or other interactions. Classification is responsible for effectuating these necessary housing changes.

### **600.11 OFFICER RESPONSIBILITIES CONCERNING CLASSIFICATION CHANGES.**

Any facility staff member, through a jail incident report, may ask for a reclassification of an inmate due to security, custody problems, or other information that would warrant reclassification of an inmate's status. The report shall be submitted to the Watch Commander. If there are sufficient grounds for reclassification, the Watch Commander shall effect the change or make the appropriate notation in the inmates records for review by the classification officer.

### **600.12 INMATE WORKER SCREENING AND SELECTION**

This policy addresses in-Jail work assignments only. The policy concerning inmate work assignments outside the Jail is set forth in Policy 800, Alternative Custody Program.

The classification officer has the responsibility and authority to screen and select inmates for work assignments in the Jail.

### **600.13 OVERVIEW OF THE INMATE WORKER PROGRAM**

The Shasta County Jail inmate worker program is open to all eligible inmates, including eligible inmates with disabilities.

Inmates apply for eligibility to the inmate worker program – not to any specific job. Staff determine specific work assignments. Inmates eligible for the program, and who are accepted into the program, may be moved to different work assignments based on facility needs. Inmates may be eligible for access to the program, but not to all of the available assignments, based on the physical requirements for each assignment.

Refer to the minimum requirements for each inmate work assignment located in the Inmate Orientation Manual.

- Interior Worker
- Buffing Crew
- Kitchen Worker
- Laundry Worker

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- Computer Aid
- Library Services
- General Assistance (As needed by custody staff)

### **600.14 SELECTION OF INMATE WORKERS**

The selection of inmate workers will be objective and non-discriminatory based on the following:

Behavior

Willingness to work

Criminal history

Charges

Bail amount

Length of incarceration

Facility adjustment

Inmate and facility need

Security status

Cleared to work by medical

#### **600.14.1 SELECTION OF MOBILITY-DISABILITY INMATE WORKERS**

Mobility-disabled inmates will be provided reasonable accommodations as necessary to ensure access to jail programs, services and activities in a manner consistent with their custody designation including the above mentioned selection factors.

Eligibility to participate in any work assignment depends on upon the mobility-disabled inmate's ability to perform the essential functions of the work assignment, with or without reasonable accommodations. Medical staff shall evaluate disabled inmates and identify the inmates physical limitations and/or restrictions. Programs staff shall determine if the inmate is able to participate in a work assignment on the information provided by medical and based on the essential function requirements of the work assignment.

Essential functions are the basic duties/requirements of the work assignments, an inmate performs. This does not include the marginal duties of the position. Duties/requirements must be examined to determine which tasks are essential and which are nonessential.

Reasonable accommodations for mobility-disabled inmates to access work assignments include but are not limited to, modifying the work schedule, staff assistance, and special equipment.

If the mobility-disabled inmate is removed from a work assignment based on the mobility-disabled inmate not being able to perform the essential functions staff will document the specific essential functions that the inmate cannot perform and notify the ADA Coordinators.

#### **600.14.2 ALTERNATIVE CUSTODY INMATES**

The selection of inmates will be objective and non-discriminatory and take into consideration the following:

- Behavior

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- Inmate and facility needs
- Criminal history and sophistication
- Adaptability to facility, disciplinary control
- Sentenced without warrants (unless approved by the Lieutenant), and no prior escapes

### **General Rules:**

- The screening/interview and selection process is to take place through the classification officer and they will have a specified geographical location to conduct their task.
- All inmates for work assignments or other facilities must have appropriate clearance from the jails medical staff before starting the assignment or leaving the jail facility.
- The Classification Officer will conduct an on-going review of assignments, positions, and other facilities needs for inmates.
- An inmate who is removed from worker status for non-disciplinary reasons does not require a due process hearing, however at a minimum a Jail Informational Report shall be written as well as a comment being placed in the computer system.
- Facility inmate workers who become a disciplinary problem at work or refuse to work will be disciplined in accordance to Title 15 and this manual.
- The Classification Officer assigned to the screening/selection of inmates will have access to computer generated alpha lists, housing unit population lists, and sentenced inmate lists. They will be allowed to obtain these lists on a daily basis.
- The assigned Classification Officer will maintain a high level of security and will coordinate with the medical staff so they may discuss medical concerns of inmates as needed.

The assigned staff members will be responsible to update the inmate files as needed, and will be certain the respective classification narrative block is properly completed in each computer field. The assigned staff members on graveyard, shall implement forms or charts, as needed, in an attempt to streamline and keep a constant availability on candidate inmates. A current and accurate inmate worker list will be maintained.

### **600.14.3 DUTY STATION**

Inmate workers are to remain at their assigned duty or break areas unless being supervised by a Correctional Deputy. Hallways and other passage areas shall be generally off-limits to inmate workers.

If the need arises for a worker to leave the assigned areas, such as medical calls, bathroom use or other necessary transaction of facility business, they shall be required to notify their work supervisor.

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Failure of an inmate worker to remain at their duty station or to notify their supervisor of a need to leave the assigned areas shall be cause to remove the inmate from worker status.

### **600.14.4 INTERIOR INMATE WORKERS CLEANING**

Interior inmate workers shall perform the following duties on a daily basis:

- Provide cleaning services for Booking, Medical and other administrative separation units as necessary.
- Walls and doors will be wiped daily.
- All equipment will be dusted or cleaned on a daily basis.
- All floors will be swept and mopped on a daily basis. All floors shall be cleaned with special attention given to crevices and corners.
- Toilet bowls and sinks will be cleaned daily. The showers and floors will be mopped daily and scrubbed when necessary.
- Furniture, shelves and countertops shall be kept clean and free of dust.
- All furniture and vents will be dusted on a daily basis and cleaned when necessary.
- Windows and mirrors shall be kept clean.
- Strip, clean, wax and buff all common area floors at least three times a year.
- All inmate mattresses will be cleaned and sanitized after use and as needed.
- The Correctional Plant Manager shall coordinate with maintenance to clean all air vents, windows and high walls quarterly.

### **600.15 TIME CUTS**

The additional time cuts for work shall be at the discretion of the deputy supervising workers and calculated only upon the number of days actually worked, regardless of sentence/time actually serviced, unless population conditions dictate otherwise, but always be in accordance with 4018.6 PC.

The additional time cuts possible for days worked are as follows:

- 0 to 4 = none
- 5 to 25 = 1 day maximum
- 26 to 49 = 2 days maximum
- 50 and over = 3 days maximum
- All mobility-disabled inmates who apply for and are accepted into the inmate worker program, but are unable to perform the specific jobs assigned to him or her shall be awarded the same work-related sentence reduction provided to inmates who apply for and are accepted into the program and who are able to perform the specific jobs assigned to him or her.

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